# Appendix 4 Template for Teaching Hour Log Sheet

**Accumulated Hours of Teaching Activities**

**(to be completed by student applicant and signed by peer teaching programme coordinator)**

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| Name of applicant: |  |

|  |  |  |  |  |  |
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| **Date** | **Time** | **School/Department/Course Code** | **Types of teaching activities\*** | **Description** | **No. of hours** |
| Example  1 Nov 2024 | 09:30-11:30 | CCHU9001 | Classroom teaching | Reflective writing workshop | 2 |
| 1-30 Sept 2025 | See time table attached | Writing Centre | 1:1 consultation | 1:1 consultation | 15 |
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| **Total no. of teaching hours completed** | | | | |  |

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| --- | --- |
| Name of peer teaching programme coordinator: |  |
| Signature: |  |
| School/Department: |  |
| Date: |  |

\*You should aim to have at least two types of teaching with each contributing to at least 30% of the total teaching hours (e.g., 7.5 hours classroom teaching + 17.5 hours 1:1 consultation = 25 hours).